

ITEM 1

Briefing Note for Committee Meeting Introduction on Teams and Meeting Etiquette

Introduction

- Welcome everyone to the meeting (Members, Officers and public and press)
- Say that you have checked the participants – and confirm that everyone who should be in the meeting is there and available (clerk can confirm).
- Reminder – the meeting is being held in accordance with the new Local Authority meetings regulations which means remote attendance is permitted as long as certain conditions are satisfied.....these include that participants and the public are able to hear and be heard by others in attendance.
- Remind Members and Officers that this is a formal meeting of the Council and is being recorded. **Remind Members and Officers to be aware of what is in screen shot during the meeting.**
- We are using Microsoft Teams for the meeting and hope that everyone has managed to join the meeting without any difficulty.
- If Members of the Committee have received a paper copy of the Agenda, please remind them to have this available, to save the need to keep switching between different screens and hopefully make it easier to keep track of the meeting.
- Some officers may be dialling into the meeting and will not have the video function available.

Meeting Tips/Reminders for all attendees

- **Turn off all unnecessary microphones**, unless you are speaking, (this prevents background noises such as coughing etc. which can be very disruptive during the meeting).
- **Turn off video (unless you are speaking). Only the Chair and the person speaking will have their microphones and video on. (Please emphasise this to Members and remind during the meeting)** (This is to improve call quality and to avoid anyone being filmed/recorded without realising).
- Tell participants that if they speak they need to turn their microphones back on and video back on using the symbols at the bottom of the screen.
- This meeting will be recorded, so it is especially important that Members only turn on their microphone and video **when they speak**.

Registering to Speak or move/Second a motion

- For a Councillor or officer who wishes to speak on an item, you will need to do this by using the “chat” function (speech bubble) at the top right-hand side of your screen.
- Only speak when the Chair has invited you to do so and please speak clearly.
- When asking a question on a report, please refer to the page number on the agenda so that everyone listening has a clear understanding of what is being discussed.
- Please type your name in full – this will allow both the Chair and Corporate and Community Services Officer to see who wishes to speak.
- **Please do not use function for any conversations.**
- When moving or seconding a motion, please enter your name and whether you are moving or seconding a motion using the “chat” function.
- **When speaking please clearly state your name**
- **Please remember it's a formal meeting and therefore do not refer to each other by their first names only.**

Voting on a decision

- The Chair or clerk will ask each Member of the Committee to vote in turn. Councillors should (after being asked by the Corporate and Community Services Officer) to express their vote verbally and the Corporate and Community Services Officer will record the outcome of votes and announce these to the meeting. (NOTE: Names will not be recorded in the minutes unless requested)

End of meeting

- When we have finished the meeting please tap your screen to see the menu toolbar options and use the ‘hang up’ option by tapping the red button receiver icon on the right of your toolbar, as shown at the bottom of the screen.